

FIRE TECHNOLOGY MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Fire Technology Manager exists is to manage all aspects of Fire Technology, including strategic planning, project management of complex technology projects, and contract administration of the Fire Technology Operations division of the City's Municipal Fire Department. This classification provides direct supervision of professional and/or support level staff. Work is performed with considerable independence under the direction of the Information Systems Chief Information Officer.

ESSENTIAL FUNCTIONS

Prepares short and long-term strategic plans for automation needs of the department.

Recommends technology solutions to address departmental need.

Establishes priorities for the development and purchase of systems and applications.

Reviews proposals and oversees project selection to ensure technical and departmental requirements are met.

Monitors time and dollar expenditures to ensure projects meet established goals and budget.

Oversees the implementation and on-going support of Fire related technology.

Prepares, reviews, and negotiates contracts with vendors.

Works with Chief Information Officer, Fire Chief, Police Technology Director and other key staff on IT management priorities, issues, and opportunities.

Coordinates and directs the activities of the staff. Communicates goals, designs strategies and standards for evaluation, evaluates personal performance, reviews and follows up on complaints or disciplinary actions.

Supports an environment that encourages risk taking, teamwork and change to improve or enhance service delivery.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Management practices and procedures.

Information Systems related terminology, practices and procedures.

Research methods and techniques.

Data communications security and privacy techniques.

Principles of business system analysis, including the analysis of procedures, equipment, and methods.

Ability to:

Plan, organize and review the work of staff members to ensure conformance to standards

Review procedures and problems and develop solutions and new systems
Listen and communicate effectively with a diverse group of people
Establish and maintain effective working relationships with co-workers, supervisors, contractors, vendors, and the general public.
Operate a PC to compose reports and correspondence.
Develop innovative solutions; prepare and present effective written and oral reports.
Interpret City ordinances, rules, regulations, policies and procedures and make rational decisions in accordance with established policy.
Prepare design specifications.
Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.

Education & Experience

A Bachelor's degree in Computer Science, Computer Information Systems or a related field is required with a minimum of five years experience in systems and network operations, customer support, application services, and development & implementation of technology initiatives. Experience managing and directing professional as well as technical personnel is preferred.

FLSA Status: Exempt

HR Ordinance Status: Unclassified